

NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
RESOURCE MANAGEMENT AND LANDS (ITEM 1)

This schedule (N1-79-08-1) covers all records regardless of media (media neutral).

RESOURCE MANAGEMENT AND LANDS

Description

Function: The acquisition, planning, management, and protection of lands and natural and cultural resources under the stewardship of the National Park Service.

Natural resources include national parks and monuments, natural history museum collections and associated records, national heritage areas, national recreation areas, national preserves, wilderness areas, and wild and scenic rivers. It includes other resources such as air, biological, geological, water, and natural sound.

Cultural resources include archeological sites, cultural landscapes, ethnographic resources, historic and prehistoric structures, and museum collections (historic objects and archival and manuscript materials).

Resource Management encompasses the planning, study, observation, preservation, management, and maintenance of natural and cultural resources.

Resource Management Activities include archeological identification and evaluation studies, archeological excavations, natural resource surveys, inventory and monitoring of natural resources, re-vegetation and landscape restoration, reintroduction of native species, eradication of invasive species, historical research, historic preservation, historic structure resource management and maintenance, cultural landscape research, scientific projects, various natural and cultural resource maintenance projects, and environmental and science management programs.

Records Documenting Resource Management Activities include, but are not limited to:

- General Management Plans,
- Development Concept Plans,
- study plans,
- inventory and monitoring plans,
- annual reports,
- situation reports,
- special studies,
- contracts relating to natural and cultural resources,
- drawings,
- photographic negatives, prints and slides, motion pictures,
- field notes,
- films,
- laboratory reports,
- maps,
- manuscripts,

- oral histories, and
- related correspondence.

Records also include:

- museum collection management and preservation plans,
- park histories,
- land preservation records,
- historic structure preservation and restoration, and
- wildlife records.

Project records may include:

- agenda and meeting minutes,
- budget and actual cost data,
- peer reviews, evaluations, and assessments,
- partnering agreements,
- newsletters and press releases,
- operating plans, and
- final reports.

Associated Records are a subset of resource management records essential for the control and use of related cultural and natural museum objects. They include all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are (or subsequently may be) designated as part of a park's museum collection.

Records include, but are not limited to:

- analytical data,
- artifact or specimen inventories,
- computer documentation and data,
- conservation treatment records,
- daily journals,
- drawings,
- field notes,
- manuscripts,
- maps,
- photographic negatives, prints and slides, and
- reports generated by historic preservation, archeological, and scientific investigations.

Activities Relating to Land Acquisition and Protection include the acquisition of real property, easements, and rights-of-way. Other activities include land use planning, cooperative efforts via agreements with other entities, and participating in regional consortia, and local planning and zoning processes. Land use activities include the granting or denial of permits for park area special uses for agriculture, grazing, Native American ceremonials, roads, road rights-of-way, and water and transmission lines.

Records Relating to Land Acquisition and Protection include, but are not limited to:

- deeds,
- appraisals,
- easements,
- surveys,

- right-of-way agreements,
- leases under 36 CFR Part 17,
- maps,
- protection plans,
- condemnation proceeding records,
- documentation relating to water and mineral rights,
- boundary records, and
- photographic negatives and prints, slides, and motion pictures.

Records that relate to non-Federally owned land within NPS boundaries include correspondence with land in-holders and cooperative agreements with in-holders and adjacent property owners.

Resource Management and Lands also includes records containing sensitive, proprietary, or confidential information, including, but not limited to: certified payrolls (listing social security numbers of contractors and subcontractors), social security numbers of temporary workers, banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process.

Records with short-term operational value include, but are not limited to, approved permits, and other records that do not warrant permanent retention.

Routine and supporting documentation not addressed elsewhere in this category include, but are not limited to, transmittals, unapproved permits, reviews of environmental impact statements of other state, Federal, or private agencies, routine or housekeeping correspondence, and similar records.

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> • Permanent Records Criteria: Records that document an activity or resource designated by Congress as a National park, monument, preserve, lake, sea shore, river, wild and scenic river(way), scenic trail, historic site, military park, battlefield park, battlefield site, battlefield, recreation area, parkway, wilderness area, heritage area, or other designated area, and which meet one or more of the following criteria are Permanent: <ul style="list-style-type: none"> • essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects, • “first of a kind” or establishes precedents, • involves tribal lands, • produces major contributions to scientific or historic knowledge, • subject of widespread media attention or Congressional scrutiny, • high-level (park superintendent and above) NPS personnel, and significant visitors, and historic ceremonies, dedications, and events, • significant construction, repair, reconstruction, and rehabilitation of parks and park facilities, 	

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> • natural, historical, archeological, and cultural resource protection and management, • land protection and wilderness and wildlife preservation and management, • documentary photographs and films, both electronic and digital, of natural and cultural resources, • special park uses, bearing on the unique responsibilities, programs, and activities relating to the mission of NPS and its custodianship of national parks and historic sites. 	
<p>A. 1. Land Acquisition and Land Status Records Permanent: Records that document NPS land acquisition and ownership, and any changes to land holdings; contains maps, drawings, blueprints, photographs, etc. that meet the permanent criteria outlined above.</p> <p>A. 2. Cultural and Natural Resource Management Program and Planning Records Permanent: All records that document NPS programs, projects, studies, reports, and surveys pertaining to cultural and natural resources, as well as planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Contains documents essential for understanding the history of the project or program from inception to completion. Includes audiovisual records that document high-level NPS officials and visiting dignitaries, special activities and events, historic buildings, landscape features of natural or cultural significance (e.g. Old Faithful, Delicate Arch, Pecos Mission Ruins), significant transportation systems (e.g. The Going to the Sun Road), and other mission related significant activities. Also included is documentation of the variety of plants and animals that grow in or inhabit park units, as well as high-level park visitors and recreational activities at the level described as significant. These records meet the permanent criteria outlined above.</p>	<p>A. 1. and A. 2. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>B. Non-Permanent Long-term Resource Management and Land Records Temporary: Records that document long-term, ongoing management, maintenance, preservation, modification, and rehabilitation of land and natural and cultural resources, as well as associated records that document cultural and natural museum and archival collections, and that do not meet the permanent criteria specified above. Includes everyday construction and</p>	<p>B. Destroy when no longer needed, but never before they are 10 years old.</p>

Retention Plan	Disposition Instructions
<p>maintenance records for historic structures, such as minor electrical or plumbing repair/maintenance work, for example, the replacement or repair of a leaking faucet. Records also cover minor road, trail, fence, and campground construction and rehabilitation; solicitation and bids for contracts that have an impact upon a park's natural and cultural resources or mission, such as construction, painting, planting, revegetation, repair and replacement; planning of museum exhibits; supporting documentation for reports; and procurement files for scientific and historic studies, including management of flora and fauna.</p>	
<p>C. Short-term Resource Management and Land Records Temporary: Records with short-term operational value and not considered essential for the ongoing management of land and cultural and natural resources.</p>	<p>C. Destroy/Delete records 15 years after closure.</p>
<p>D. Routine Resource Management and Land Records Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>

NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
PROTECTION AND SAFETY (ITEM 2)

This schedule (N1-79-08-2) covers all records regardless of media (media neutral).

PROTECTION AND SAFETY

Description

Function: Provide for the protection, safety, and security of park visitors, employees, concessioners, and public and private property and to protect the natural and cultural resources.

Activities related to Protection and Safety include law enforcement, emergency medical services (EMS), and search and rescue (SAR) functions, with particular focus on incident prevention, immediate response, and investigation. For activities related to the long-term management, protection, and recovery of natural and cultural resources, as well as the financial aspects, see N1-79-08-1, Item 1, *Resource Management and Lands* and N1-79-08-9, Item 10, *Management and Accountability*.

Activities include, but are not limited to:

- protecting people, resources, and property;
- preventing criminal activity through resource education, public safety efforts, and deterrence; detecting and investigating criminal activity; and apprehending and prosecuting criminal violators; and processing prisoners;
- emergency preparedness; testing, training, and exercises (TTE); and corrective action programs (CAP);
- emergency response, incident command system (ICS); and continuity operations in response to events, such as: natural or man-made emergencies, disasters, and accidents; hazardous conditions and materials; and infectious or biological agents;
- search and rescue; emergency medical services; and emergency transport; and
- monitoring fire and security systems; and emergency dispatch and communications centers.

NOTE: For wildland fires, see N1-95-05-2, Item 3, *Fire Management*. For reconstruction of resources, see N1-079-08-1, Item 1, *Resource Management and Lands*. For equipment and vehicle maintenance logs; personal property and equipment inventories, accountability, and management, see N1-79-08-9, Item 10, *Management and Accountability*. For activities related to the administration of jails and holding facilities, see N1-79-08-3, Item 4, *Park Facilities and Maintenance*. For activities related to occupational safety and health; industrial hygiene; and occupational medicine, medical surveillance, and employee medical folders, see N1-79-08-9, Item 10, *Management and Accountability*.

Records include, but are not limited to:

- jurisdictional compendiums, orders, program procedures, and other information for law enforcement; and memoranda of understanding (MOU) or general agreements (GA) with cooperative Departmental, Federal, State, Local, Tribal, and Territorial entities or entities with concurrent jurisdiction;

- assessments, surveys, summaries, audits, inspections, investigations, studies, statistics, trend analysis, Boards of Inquiry, and Boards of Review;
- continuity and emergency plans;
- law enforcement commission records, EMS licensure and credentials;
- professional responsibility files;
- patrol, incident, accident, and after action logs or reports;
- employee background investigations;
- radio, dispatch, and communications center recordings; tip lines; in-vehicle video; and CCTV; and
- stolen, recovered, seized, impounded property reports and management; evidence handling, storage, and disposal.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity that meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • incidents (natural or man-made) that cause significant or permanent damage to, or loss of, a cultural or natural resource with great monetary, cultural, scientific, or historical value, • creation of new protection or safety procedures that constitute a new way of providing services, • new policies that change the nature of the activity, • “first of kind” events that establish precedents, • subject of widespread media attention or Congressional scrutiny, and • substantiated NAGPRA, ARPA, and IACB claims. <p>NOTE: Permanent files may contain redacted copies of documentation containing confidential or sensitive information; however, the original documentation containing such information is covered under 2.D.</p>	
<p>A. 1. Protection & Safety Policy & Planning Records Permanent: Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services.</p>	<p>A. 1. and A.2. Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>A. 2. Significant Protection & Safety Case Files Permanent: Cases or files that document incidents, investigations, or activities that meet the permanent records criteria.</p>	
<p>B. Major Protection & Safety Case Files Temporary: Cases or files that document major incidents, investigations, or activities.</p> <p>NOTE: This category applies to offenses that are</p>	<p>B. Destroy/Delete records 25 years after closure.</p>

Retention Plan	Disposition Instructions
<p>generally criminal in nature. It also applies to unsubstantiated NAPGRA, ARPA, and IACB claims. Unless the permanent records criteria applies, this category includes incidents that relate to a cultural or natural resource; or result in a death, life threatening or long term injury, or multiple hospitalizations.</p>	
<p>C. Minor Protection & Safety Case Files Temporary: Cases or files that document EMS & SAR incidents; or minor incidents, investigations, or activities.</p> <p>NOTE: This category applies to offenses that are generally not criminal in nature.</p>	<p>C. Destroy/Delete records 7 years after closure.</p>
<p>D. Routine Protection & Safety Case Files Temporary: Cases or files that document routine incidents, investigations, or activities.</p> <p>NOTE: This category generally applies to incidents where warnings are issued. It also applies to unsubstantiated allegations of professional responsibility. In addition, this category applies to law enforcement commissions and EMS certifications. It also includes administrative records, such as shift rosters, wrecker logs, patrol logs, lost and found, BOLOs (Be On the Look Out), and similar records. Included are routine, housekeeping, and supporting documentation, such as evidence inventories and certifications, prisoner processing, and other records not addressed elsewhere in Item 2, <i>Protection and Safety</i>.</p> <p>Redacted copies of documentation containing confidential or sensitive information may be permanent; however, the original documentation containing such information is covered by this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>

**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
FIRE MANAGEMENT (ITEM 3)**

This schedule covers all records regardless of media (media neutral).

FIRE MANAGEMENT

Description

Function: Response to wildland fires by NPS solely or as part of interagency fire incident management teams.

Activities Related to Fire Management include:

- suppressing wildland fires,
- assessing suppression strategies,
- administering fire-fighting teams,
- reporting on suppression (including damage assessments), and
- related tasks.

NOTE: This activity does not include pre-suppression or post-fire recovery work (see N1-79-08-1, Item 1, *Resource Management and Lands*).

Records Related to Fire Management include, but are not limited to:

- reports on individual wildland fires,
- incident history file (narrative reports, final summary reports, entrapment reports, transition plans, photographs, fire progression maps, and final perimeter maps), and
- incident administrative files.

NOTE: These records do not include pre-suppression or post-fire recovery records (see N1-79-08-1, Item 1, *Resource Management and Lands*).

Retention Plan	Disposition Instructions
NOTE: Fire incident records are retained according to the approved Wildland Fire Incident Records Schedule for the US Forest Service of which NPS is a signatory.	Follow disposition instructions in the records schedule for Wildland Fire Incident Records (N1-095-05-02).

NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
PARK FACILITIES AND MAINTENANCE (ITEM 4)

This schedule (N1-79-08-3) covers all records regardless of media (media neutral).

PARK FACILITIES AND MAINTENANCE

Description

Function: Planning, design, construction, rehabilitation, restoration, and maintenance of non-historic NPS facilities, utilities, and infrastructure.

NOTE: If the construction, restoration, or rehabilitation is performed on an historic structure maintained as a cultural or natural resource, assign records to N1-79-08-1, Item 1, *Resource Management and Lands*.

Activities Related to Non-historic Park Facilities and Maintenance include directing the construction of new and the repair, rehabilitation, and maintenance of existing NPS facilities. These structures include, but are not limited to: buildings; transportation systems such as roads, trails, tunnels and bridges; dams; reservoirs; and other structures. Tasks are completed through contract management, surveying, civil engineering studies, and related activities.

Records Related to Non-historic Park Facilities and Maintenance include, but are not limited to:

- correspondence,
- plans,
- specifications,
- maps,
- studies,
- technical reports,
- architectural and engineering drawings,
- photographs,
- operation and maintenance guides,
- construction contracts,
- completion reports, and
- project agreements.

Also included are records containing sensitive, proprietary, or confidential information, including, but not limited to: certified payrolls (listing social security numbers of contractors and subcontractors), banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none">• involves the design and construction of buildings and other long-term structures on park land	

Retention Plan	Disposition Instructions
<p>excluding non-permanent, non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries, ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc. (covered under Item 4. B. 1.),</p> <ul style="list-style-type: none"> • projects that significantly enhance the visitor experience, such as a transportation system, or that have an impact upon the economic vitality of the surrounding community, such as the construction of a dam, • “first of a kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. <p>NOTE: Routine maintenance is covered in sub-item 4. C. below.</p> <p>NOTE: Maps, drawings, specifications, and reports that were distributed to the public in any way, including as part of a contract solicitation, should be scanned by the Technical Information Center before they are transferred to NARA or destroyed.</p> <p>NOTE: Permanent files may contain redacted copies of documentation containing personally identifiable information; however, the original documentation containing such information is covered under sub-item 4. C.</p>	
<p>A. Park Facilities and Maintenance Program and Policy Records/Significant Design and Construction Projects</p> <p>Permanent: Records that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures on NPS land that meet the criteria listed above. Also records related to the planning, review, and approval of line-item, rehab/repair, and transportation construction projects that require the Director’s approval. Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities are included.</p>	<p>A. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>

Retention Plan	Disposition Instructions
<p>B. 1. Non-Permanent Park Facilities and Maintenance Program Records Temporary: Records documenting the design, construction, restoration, repair, or rehabilitation of non-permanent and non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries, ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc.</p> <p>B. 2. Supporting Design and Construction Contract Documentation Temporary. Records and supporting documentation for design and construction contracts that pertain to project budget, review, and approval and that track contractor performance, project milestones, costs, budget, schedules, staffing, resources, and other administrative details, excluding specifications.</p>	<p>B. 1. and B. 2. Destroy/Delete records 15 years after closure.</p>
<p>C. Routine Maintenance and Service Records Temporary: Records documenting routine maintenance and services that do not materially change structures, roads, etc. (such as snow removal or mowing) as well as routine contracting records such as progress reports.</p> <p>NOTE: Redacted copies of documentation containing personally identifiable information may be permanent; however, the original documentation containing such information is covered under this sub-item.</p>	<p>C. Destroy/Delete records 7 years after closure.</p>
<p>D. Routine and Supporting Documentation Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>

NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
COMMERCIAL VISITOR SERVICES (ITEM 5)

This schedule (N1-79-08-4) covers all records regardless of media (media neutral).

COMMERCIAL VISITOR SERVICES

Description

Function: Management of services for park visitors.

Activities Related to Commercial Visitor Services include management of lodging, food and beverage, transportation, recreation, marina, retail shops, and other services operated by concessioners on behalf of NPS. In addition, this category includes concession contracts, commercial use authorizations, and 36 CFR Part 18 leases.

Records Related to Commercial Visitor Services include, but are not limited to:

- reports,
- business audits,
- environmental audit reports,
- applications,
- concession contracts,
- 36 CFR Part 18 leases,
- correspondence,
- commercial use authorizations,
- prospectuses,
- bids,
- proposals,
- appraisals,
- operating and maintenance plans,
- rate evaluations,
- leaseholder surrender interest appraisals, and
- condition assessments of real property improvements.

Also included are records containing sensitive, proprietary, or confidential information, including, but not limited to: certified payrolls (listing social security numbers of contractors and subcontractors), banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none">• strategic planning for commercial visitor services,• Washington Office (WASO) policies,• leases administered under 36 CFR Part 18 that	

Retention Plan	Disposition Instructions
<p>require WASO or the Director's approval, and concession contracts that require WASO approval, and/or are "first of kind" or establishes precedents, or are subject of widespread media attention or Congressional scrutiny, and</p> <ul style="list-style-type: none"> concession contracts including condition assessments of real property, that include provisions for construction and rehabilitation of long-term structures and facilities, excluding non-permanent, non-historic structures such as visitor lodging, maintenance facilities, retail shops, restaurants, food service facilities, marinas, stables, barns, banks, ski facilities, campgrounds, laundry facilities, swimming pools, etc. (covered under Item 5. B.). <p>NOTE: Maps, drawings, specifications, and reports that were distributed to the public in any way, including as part of a contract solicitation, should be scanned by the Technical Information Center before they are transferred to NARA or destroyed.</p> <p>NOTE: As of the date of this schedule (March 2009) 36 CFR Part 18 leases with a term over ten years require the Director's approval and those that replace a concession contract or CUA require WASO approval; concession contracts with an annual gross revenue over \$3 million dollars require WASO approval. These requirements may change over time.</p>	
<p>A. 1. Significant Commercial Service Contracts and Leases Permanent: Records that document management of individual commercial service contracts and 36 CFR Part 18 leases that meet the criteria listed above.</p>	<p>A. 1. and 2. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>A. 2. Commercial Visitor Services Policy Permanent: Records that document policy, procedures, and other related activities and that meet the criteria listed above.</p>	
<p>B. Non-Permanent Commercial Services Contracts and Leases Temporary: Records that document substantive decisions, actions, and activities relating to concessions, fees, licensing, labor, performance, and other commercial activities. Includes environmental audit reports, LSI appraisals, commercial use authorizations files, and concession contract and lease</p>	<p>B. Destroy/Delete records 15 years after closure.</p>

Retention Plan	Disposition Instructions
files that do not meet the permanent criteria listed above.	
C. Routine Financial and Contract/Lease Records Temporary: Financial audits, contracts and associated records, routine leases (e.g. for office space), program direction documents, and similar records that do not meet the criteria for permanent records listed above.	C. Destroy/Delete records 7 years after closure.
D. Routine and Supporting Documentation Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	D. Destroy/Delete records 3 years after closure.

NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
INTERPRETATION AND EDUCATION (ITEM 6)

This schedule (N1-79-08-5) covers all records regardless of media (media neutral).

INTERPRETATION AND EDUCATION

Description

Function: Interpretive and educational programs for park visitors developed by park, regional, and headquarters staff.

Activities Related to Interpretation and Education include programs that typically foster the development of a citizen stewardship ethic and promote recreational safety; and instill an understanding, appreciation, and enjoyment of the significance of parks and their resources. These programs open dialogues about park resources, history, and mission with local communities and visitors. Examples of interpretive and educational programs include:

- interpretive and informational visitor talks,
- celebrations,
- guided tours and hikes,
- audio-visual presentations,
- web-based presentations,
- curriculum-based educational programs, and
- exhibits.

Records Related to Interpretation and Education include, but are not limited to:

- studies,
- plans,
- reports,
- correspondence,
- classroom curricula,
- research,
- lesson plans,
- text of speeches,
- brochures and other publications,
- photographic negatives, prints and slides, motion pictures,
- exhibit scripts and other documentation,
- wayside documentation, and
- copies of radio and television programs involving park staff.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document the planning, development, and the management of interpretive and educational activities which meet one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none">• policy and procedure for interpretation and education,▪ producing unique informational products such as maps, brochures, etc.,• creation of unique video, audio recordings, etc.,	

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> documentary photographs and films, both electronic and digital, of natural and cultural resources, development of exhibit scripts and lesson plans for large-scale educational or interpretive installations, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, “first of kind” or establishes precedents, involves tribal lands, produces major contributions to scientific or historic knowledge, subject of widespread media attention or Congressional scrutiny, high-level (park superintendent and above) NPS personnel, and significant visitors, and historic ceremonies, dedications, and events, and special park uses, bearing on the unique responsibilities, programs and activities relating to the mission of NPS and its custodianship of national parks and historic sites. 	
<p>A. 1. Interpretation and Education Program and Planning Records Permanent: Records that document planning and development of Interpretation and Education policies, programs, and activities, and related documents that meet the criteria above.</p> <p>A. 2. Interpretation and Education Work Products Permanent: Work products including but not limited to publications, presentations, exhibit scripts, audio-visual materials, studies, lesson plans, curricula, brochures and wayside documentation. (only one record copy needs to be retained permanently).</p>	<p>A. 1. and A. 2. Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>B. Interpretation and Education Drafts and Non-record Material Temporary: Drafts, proof sheets and other non-record instances of exhibit scripts, curricula, speeches, lesson plans, brochures, publications, audio-visual materials, studies, wayside documentation; catalog information on library material, art collections and similar items maintained for interpretive purposes; and documents pertaining to designing and building exhibits and related documents.</p>	<p>B. Destroy/Delete records 15 years after closure.</p>
<p>C. Routine and Supporting Documentation Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p>C. Destroy/Delete records 3 years after closure.</p>

**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
PARTNERSHIPS (ITEM 7)**

This schedule (N1-79-08-6) covers all records regardless of media (media neutral).

PARTNERSHIPS

Description

Function: Collaboration with individuals; organizations; tribal, state, and local governments; and other Federal agencies to enhance and supplement NPS resources and activities.

Activities Related to Partnerships include establishing partnerships that span all NPS functions, interpretive and educational partnerships, Volunteers in Parks programs, cooperating associations, donations, and fundraising.

Records Related to Partnerships include, but are not limited to:

- memoranda,
- partnership agreements (including scientific research agreements),
- reports,
- studies, and
- correspondence.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • policy and procedure for establishing and maintaining partnerships, • partnerships with tribal organizations, • NPS participation in formal Advisory Boards in which NPS has membership, • “first of kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. 	
<p>A. 1. Partnerships Program, Policy, and Planning Records Permanent: Records that document planning and development of policies, programs, and activities and related documents that meet the criteria above.</p> <p>A. 2. Significant and Long-term Partnerships Permanent: Records that detail significant and/or long-term partnerships, particularly with tribal organizations, advisory boards, cooperating associations, and Federal, state, and local governments. These records illustrate the results and history of a partnership and match the criteria listed above.</p>	<p>A. 1. and A. 2. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>

Retention Plan	Disposition Instructions
B. Non-permanent Partnerships Temporary: Records that document relations with cooperating associations, records of cooperating associations, and routine records dealing with collaboration and partnerships. These records do not meet the criteria for permanent records listed above.	B. Destroy/Delete records 7 years after closure.
C. Routine and Supporting Documentation Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	C. Destroy/Delete records 3 years after closure.

**NATIONAL PARK SERVICE (NPS)
NATIONAL ASSISTANCE PROGRAMS (ITEM 8)
RECORDS SCHEDULE**

This schedule (N1-79-08-7) covers all records regardless of media (media neutral).

NATIONAL ASSISTANCE PROGRAMS

Description

Function: National Assistance Programs administered by the National Park Service and technical and financial assistance provided by NPS. This function does not pertain to NPS-managed structures or areas with the exception of records related to the Native American Graves Protection and Repatriation Act (NAGPRA) Program to assist museums and other government agencies with Native American funerary and sacred objects. This schedule does not apply to the records of the Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) which are scheduled under Record Group 515.

Activities Related to National Assistance Programs include administering programs that relate to non-NPS owned historic buildings, landmarks, sites, and structures, as well as the WASO National Native American Graves Protection and Repatriation Act (NAGPRA) Program to assist museums and other government agencies with Native American funerary and sacred objects.

NPS also provides technical and financial assistance to state and local governments. Financial assistance may take the form of grants given by NPS to state and local governments that help provide outdoor recreation resources and that conduct studies of natural landmarks, national trails, and wild and scenic rivers. Support is also available to both public and private entities to help preserve historic sites, buildings, and objects as well as archeological data and resources.

Records Related to National Assistance Programs include, but are not limited to:

- inventories,
- summaries,
- lists,
- registers,
- grants and grant applications,
- administrative records,
- project reports,
- drawings,
- photographs, and
- correspondence.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none">• policy and procedure for establishing and maintaining National Assistance Programs,• assistance to tribal organizations,• the making of significant grants,	

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> maintaining case records of historic structures, documenting the reporting of human remains and funerary objects, “first of kind” or establishes precedents, subject of widespread media attention or Congressional scrutiny. <p>NOTE: Permanent files may contain redacted copies of documentation containing personally identifiable information; however, the original documentation containing such information is covered under sub-item D.</p>	
<p>A. 1. National Assistance Policy and Procedure Records Permanent: Records that help manage and establish policy and procedures, and meet the criteria listed above.</p> <p>A. 2. Significant National Assistance Grants Permanent: Records that document the awarding of grants including the results of the grants and meet the criteria listed above.</p> <p>A. 3. NAGPRA Case Files Permanent: Case files documenting the reporting of human remains and funerary objects by Federal agencies and museums.</p> <p>A. 4. Historic Structure Case Files Permanent: Case files of historic structures.</p>	<p>A. 1., A. 2., A. 3., and A. 4. Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>B. Non-permanent Long-term Grant Files Temporary: Records that document the awarding of grants, including the results of grants, but do not meet the permanent criteria listed above. However, they may meet NPS criteria for long-term preservation.</p> <p>NOTE: These records are not permanent according to NARA’s rules and regulations. However, NPS should retain as long as needed.</p>	<p>B. Destroy/Delete records when no longer needed.</p>
<p>C. Routine National Assistance Program and Grant Records Temporary: Routine records dealing with the day to day administration of Assistance programs and grants. Also includes grants that do not meet the criteria listed in A.2.</p>	<p>C. Destroy/Delete records 15 years after closure.</p>
<p>D. Routine and Supporting Documentation Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category. Also includes unapproved grant applications.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>

Retention Plan	Disposition Instructions
NOTE: Redacted copies of documentation containing personally identifiable information may be permanent; however, the original documentation containing such information is covered under this sub-item.	

NATIONAL PARK SERVICE (NPS)
INFORMATION AND PUBLIC IMAGE MANAGEMENT (ITEM 9)
RECORDS SCHEDULE

This schedule (N1-79-08-8) covers all records regardless of media (media neutral), including web content.

INFORMATION AND PUBLIC IMAGE MANAGEMENT

Description

Functions: This category includes two functions:

1. Management of NPS data and information resources and
2. Public image management. This includes development of graphic standards used to portray a consistent image of the NPS in publications, websites, signs, and uniforms.

Activities Related to Information Management include: indexing, storage, and retrieval of Information Technology systems, databases, Enterprise Architecture, capital planning, etc. Also covers records management and related records.

Records Related to Information Management include, but are not limited to:

- system planning records,
- help desk requests,
- network administration files,
- hardware maintenance,
- software licenses,
- records management documents for scheduling, storage, and transfer of records (SF 115, SF 258, SF 135, and supporting documentation),
- forms management,
- mail management,
- reports,
- correspondence,
- policy and procedure files,
- photographs,
- maps and drawings management,
- electronic records management,
- e-mail messages,
- administrative records,
- Freedom of Information Act (FOIA), and
- Privacy Act.

Activities Related to Public Image Management include: developing standards that help portray a consistent image in publications, uniforms, websites, signs, and all other outreach. Activities also include public affairs such as press releases, media presentations, and related material.

Records Related to Public Image Management include, but are not limited to:

- proof sheets,
- library circulation and administration files,
- standards on use of NPS symbols,
- standards for signs, uniforms, etc.,
- web sites,
- press releases,
- media packages,
- recordings of radio and television appearances by NPS representatives,
- speeches,
- in-house newsletters, and
- posters.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • policy and procedure for directing Information and Public Image Management, • communication of the NPS mission, the dissemination of NPS information, and the conveyance of NPS positions and statements, • documentation of computer systems in any category that contain permanent records, • creation, history, and development of NPS symbols, • “first of kind” or establishes precedents, • the subject of widespread media attention or Congressional scrutiny. 	
<p>A. 1. Information and Public Image Direction and Policy Permanent: Records that help manage and set direction for systems development and public image.</p> <p>NOTE: Documentation records of computer systems in any category that contain permanent records will be transferred with the system.</p>	<p>A. 1. and A. 2. Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p>
<p>A. 2. Communication and Dissemination of Information Permanent: Records that document the communication of the NPS mission; the dissemination of NPS information, and the conveyance of NPS positions and statements.</p> <p>Note: These may include press releases, maps, radio and television activities, newsletters, special articles, video, web content, posters, etc.</p>	<p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>B. Non-permanent Information and Public Image</p>	<p>B. Destroy/Delete records 15 years after</p>

Retention Plan	Disposition Instructions
Records Temporary: Records that document system administration, records management, and public information functions that do not meet the criteria listed above.	closure.
C. Publications, Library, FOIA, and PA Records Temporary: Records regarding development of publications (i.e., proof sheets and related) and library activities (circulation records) that do not meet the criteria for permanent records listed above. Also includes Freedom of Information Act and Privacy Act requests.	C. Destroy/Delete records 7 years after closure.
D. Routine and Supporting Documentation Temporary: Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	D. Destroy/Delete records 3 years after closure.

**NATIONAL PARK SERVICE (NPS)
MANAGEMENT AND ACCOUNTABILITY (ITEM 10)
RECORDS SCHEDULE**

This schedule (N1-79-08-9) covers all records regardless of media (media neutral).

MANAGEMENT AND ACCOUNTABILITY

Description

Function: Tasks involved with the planning, organizing, staffing, directing, internal/external reporting, and controlling of NPS activities that occur routinely across the NPS.

Activities Related to Management and Accountability include: establishing agency-wide policy and procedures, creating and administering budgets, finance, legal affairs, aviation and motor vehicles, human resources, and other activities.

Records Related to Management and Accountability include, but are not limited to:

- training materials,
- policy and procedure documents,
- Directors Orders,
- employee health folders,
- personnel records,
- environmental issues,
- contracts,
- reports to supervisors and those of a similar nature,
- park annual reports or state of the park reports,
- reports to Congress including the NPS Annual Report,
- travel authorizations and vouchers,
- budget worksheets,
- legal cases,
- vehicle maintenance and use files,
- purchase orders,
- vouchers,
- purchase card logs,
- time and attendance files, and
- Equal Employment Opportunity files.

NOTE: The National Park Service requests exceptions to some of the General Records Schedules (GRS) for some of its administrative records covered by this schedule. None of the records will be retained for less than the retention periods established in the GRS, but the NPS schedule provides for unique disposition authorities for records that are otherwise addressed in the GRS.

NOTE: Records Related to Management and Accountability **do not include** contracts relating to work that has an impact upon natural and cultural resources. These are managed under N1-79-08-1, Item 1, *Resource Management and Lands*.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • policy and procedure development for NPS on local, regional, or national levels, • documentation of social issues affecting NPS services, • creating the annual agency budget, • strategic planning, • annual reporting, • NPS achievements that contribute to history of the agency, • “first of kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. 	
<p>A. National Park Service Direction and Policy Records Permanent: Records that document the direction of NPS including the creation of policy and procedures and that meet the permanent criteria listed above.</p>	<p>A. Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p>B. Routine Policy Decisions, Planning, Legal Issues, and Operations Records Temporary: Records of routine policy decisions, day to day planning, legal issues, operations, etc. that do not meet the criteria for permanent records listed above.</p>	<p>B. Destroy/Delete records 15 years after closure.</p>
<p>C. Routine Fiscal, Contracting, and Purchasing Records Temporary: Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc.</p> <p>NOTE: Copies of contracts dealing with natural and cultural resources should be filed in Item 1, <i>Resource Management and Lands</i>, depending on the nature of the contract.</p>	<p>C. Destroy/Delete records 7 years after closure.</p>
<p>D. Housekeeping and Supporting Records Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>